



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
KOREA REGION
UNIT #15742
APO AP 96205-5742

REPLY TO
ATTENTION OF:

IMKO-HRD-C

MEMORANDUM FOR Installation Management Command, HQ Korea Region,

SUBJECT: Unofficial Canvas Letter (Non-Binding)

1. The 2005 Base Realignment and Closure (BRAC) Commission directs the relocation of HQ IMCOM, FMWRC, and AEC to Fort Sam Houston, TX and the relocation of the Northeast and Southeast Region Offices from their current locations to Fort Eustis, VA. Additionally, IMCOM is transforming IMCOM Headquarters and the Regions ahead of these relocations.
2. The IMCOM transformation/reorganization reduces the current region structure in the Korea Region. Some of these positions are newly established and will represent the core operational element of the new transformed region. The initial process used to fill these positions will be through current permanent Region employees self-identifying their interest as part of this canvass letter. On or about 1 October 2009, employees placed in the new Region positions will be reassigned to the new structure and competitive area in their current duty location.
3. Those permanent employees not placed will be realigned to HQ IMCOM concurrent with the stand up of the new Region, o/a 1 October 2009. The employees assigned to HQ IMCOM will ultimately have an opportunity to relocate to Ft. Sam Houston, Texas or to express interest in any forward deployed HQs Functional Support Team (FST) position to be co-located with the Korea Region at its current location.
4. As part of our preparation and planning for the reorganization and relocation, the Korea Region and HQs IMCOM would like to know if you are interested in remaining in the Region in one of the new Region positions located in Korea for our review or if you intend to relocate to Fort Sam Houston, Texas. It is important you review your personal situation before you provide a response. Your response should be based on your circumstances and desires at this time. This is a **non-binding** query letter. Your answer **will not commit you**, nor will it trigger eligibility or ineligibility for entitlements or benefits. It is solely for planning purposes. You will be provided a separate letter that describes the conditions of acceptance and employment if you are offered placement in one of the new Region positions.
5. As we progress in the BRAC and transformation process, we need to analyze potential staffing shortfalls when at the Region and Fort Sam Houston. At the same time IMCOM is posturing itself to provide assistance to those who elect not to relocate.

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6. We have enclosed a memorandum/BRAC canvass letter asking you to indicate your intentions. Please follow the instructions carefully in indicating your current intentions and desires.
7. Once finished, email the enclosure to diane.barton2@korea.army.mil or deliver it to HR Civ Branch.
8. Remember, we are only soliciting your intentions at this time. This is not a commitment on your part.

/s/
JOHN UBERTI
BG, USA
Commander

MEMORANDUM FOR Korea Region Civilian Employees

SUBJECT: Unofficial BRAC/Transformation Canvas Letter (Non-Binding)

I understand that my response to this unofficial BRAC canvas letter is non-binding. **It does not commit me in any way**, nor will it trigger eligibility for entitlements or benefits. The command simply seeks to: (1) identify interest in relocation, potential staffing short falls by grade/pay band and occupational series at the directorate level upon arrival at Fort Sam Houston, TX; (2) identify those employees interested in remaining in new transformed Region, and; (3) plan for the number of employees who may need placement or retirement services.

We ask you to complete the information below and return this form by 5 December 2008.

My non-binding intent at this time is as follows: **(You may indicate interest in both relocating to FSH and placement in one of the new region positions. However, the command will determine what, if any, offer is made to you, under this non-binding canvas)**

I am interested in relocating to Fort Sam Houston, TX:

Yes_____ No_____

If yes, are you interested in early relocation, possibly Spring 2009?

Yes_____ No_____

I am interested in being placed in one of the new transformed Korea region positions

Yes_____ No_____

Positions: (If yes, please include the complete title, series and grade of all positions you are interested and provide a copy of your resume with the return of this letter. Initial Draft PDs of some positions have been provided but final description of positions has not yet been completed)

Only positions in which you meet OPM and/or DOD qualification requirements, and in which would be either considered a reassignment or change to lower band/grade may be offered to you. Any position that would be considered a promotion (i.e., higher band

or grade) may not be offered unless the employee has permanently held that band or grade previously.

You will be provided further conditions of employment and acceptance for these positions upon your being made a placement offer. You will be requested to acknowledge these conditions upon your acceptance of the position.

Current Region Korea

Directorate/Division/Branch/Office _____

Job Title_____

Occupational Series_____

Pay Grade/Band_____

Name _____ (Name is optional, not required)

Please return this form by 5 December 2008 by email to diane.barton2@korea.army.mil or deliver it to HR Civ Branch.

Below (or on an attachment) provide any questions or comments you may have. Your name is not required unless you want a response to any questions.